

111-8473

3051

*In Congressional
relationships*

25 July 1977

MEMORANDUM FOR: Jack Blake, Acting DDCI
George Cary, Legislative Counsel
Ben Evans, Executive Secretary
[redacted] O/DCI

FROM: Executive Assistant to the DCI

SUBJECT: Contacts with the Hill

1. The Director has asked that a system be set up to provide him with a correspondence package for each Congressman he expects to meet on his visits to the Hill. This package would contain all recent in and out correspondence and would be provided to the Director in addition to the profile cards. He asked that the profile cards be kept up-to-date by showing the Congressman's current interests, voting record and quotes on principal issues.

2. In addition, the Director feels that the letters back to Congressmen are often cold and wooden. He asked that an effort be made to personalize them; when possible, a recommendation should be made for a penned footnote or greeting.



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| | UNCLASSIFIED | | CONFIDENTIAL | | SECRET |
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EXECUTIVE SECRETARIAT

Routing Slip

| TO: | | ACTION | INFO | DATE | INITIAL |
|----------|----------|--------|------|------|---------|
| 1 | DCI | | X | | |
| 2 | DDCI | | X | | |
| 3 | D/DCI/IC | | | | |
| 4 | DDS&T | | | | |
| 5 | DDI | | | | |
| 6 | DDA | | | | |
| 7 | DDO | | | | |
| 8 | D/DCI/NI | | | | |
| 9 | GC | | | | |
| 10 | LC | X | | | |
| 11 | IG | | | | |
| 12 | Compt | | | | |
| 13 | D/Pers | | | | |
| 14 | D/S | | | | |
| 15 | DTR | | | | |
| 16 | A/DCI/PA | | | | |
| 17 | AO/DCI | | | | |
| 18 | C/IPS | | | | |
| 19 | DCI/SS | | | | |
| 20 | | | X | | |
| 21 | ES | | X | | |
| 22 | | | | | |
| SUSPENSE | | Date | | | |

Remarks:

To 10:

Will you please convene a meeting on this.

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